NOTE FOR ALL ACTIONS: **This matrix is intended for US RPAs. Submit RPAs 20 days (minimum) before the effective date for routine, non-competitive actions. Complete the Gatekeeper Checklist for those actions which are indicated as YES in the GK column. Provide responses to those fields on the Gatekeeper Checklist designated as requiring a mandatory response. If the information is not provided, the CPOC is unable to process the action.**

IF NATURE OF ACTION IS:	THEN PRIOR TO INITIATION OF RPA, MANAGER SHOULD:	THEN MANAGER SHOULD	GK	FORWARD RPA TO:	NOTES/COMMENTS
ABOLISHMENT	Contact CPAC for advice and assistance.	Initiate and authorize abolish RPA and annotate appropriate notes in the RPA.	NO	CPOC CFT Box	Use this RPA to identify abolishment of an encumbered position. Only use when the abolishment will result in a RIF.
ACCESSIONS (Name Requests)	Consider issues such as pre-employment security checks, clearances, and other special conditions of employment. Contact CPAC for advice and assistance.	Initiate and authorize Recruit/Fill RPA; complete mandatory fields in Gatekeeper Checklist.	YES	CPOC CFT Box	Typically includes Reinstatements, Transfers, VRAs
ACCRETIONS	Determine if action meets all legal and regulatory requirements for accretion. Contact CPAC for advice and assistance.	Initiate and authorize Position Review RPA. Complete Gatekeeper checklist attesting that the three requirements are met to support the action. Identify job number or attach new PD.	YES	CPOC CFT Box	
AWARDS (One-Time Payment/QSI)	If action is a QSI, determine if it will impact WIGI. Contact CPAC for advice and assistance prior to submitting RPA.	Initiate and authorize Award RPA for individual monetary and time-off awards. Performance awards must be submitted within 30 days from date of senior rater signature. Submit performance appraisal to CPOC for performance award/QSI. If QSI, initiate and authorize Salary Change RPA.	YES	CPOC Div A or B Award Box	
CHANGE IN HOURS	Contact CPAC for advice and assistance.	Initiate and authorize Change in Hours RPA and annotate work schedule and # of hours in notes.	NO	CPOC CFT Box	Code in work schedule on page 3 of the RPA must be "P". Number of hours on page 3 must reflect pay period, not week. Notes must include old and new work schedules. Proposed effective date must be beginning of pay period.

IF NATURE OF ACTION IS:	THEN PRIOR TO INITIATION OF RPA, MANAGER SHOULD:	THEN MANAGER SHOULD	GK	FORWARD RPA TO:	NOTES/COMMENTS
CHANGE IN WORK SCHEDULE	Contact CPAC for advice and assistance.	Initiate and authorize Change in Work Schedule RPA and attach appropriate notes.	NO	CPOC CFT Box	If change to part-time, code on page 3 of RPA must be "P" and number of hours on page 3 must reflect pay period, not week. Notes must include new work schedule and justification or "action at employee's request". Proposed effective date must be the beginning of pay period.
CHANGE TO LOWER GRADE	Contact CPAC for advice and assistance.	Initiate and authorize Salary Change RPA.	YES	CPOC CFT Box	Typically includes non-competitive CLG action, such as from a temp promotion. If from temp promotion, submit CLG at same time as temp promotion RPA.
CONVERSIONS	Contact CPAC for advice and assistance.	Initiate and authorize Recruit/Fill RPA.	YES	CPOC CFT Box	Typically includes conversions of DAVs to career conditional appointments.
DEATH CASES	Contact CPAC for advice and assistance. Notify CPAC to coordinate a "letter to family".	Initiate and authorize RPA; attach appropriate notes.	NO	ABC-C	
DETAILS	Contact CPAC for advice and assistance.	Initiate and authorize Detail RPA. If detail is to an unclassified set of duties, attach duty statement to RPA.	YES	CPOC CFT Box	
EXTENSIONS (APPT NTE & PROMOTION NTE	Contact CPAC for advice and assistance on effective dates and regulatory guidance.	Initiate and authorize Extension RPA.	YES	CPOC CFT Box	If action must be competitive or be cleared by PPP, submit a Recruit/Fill and provide the non-competitive name request in the Gatekeeper Checklist.
NAME CHANGE	Contact CPAC for advice and assistance. Confirm that the employee has reported name change to Social Security Administration.	Initiate and authorize Name Change RPA and verify name change has been reported to Social Security Administration.	YES	CPOC CFT Box	If name change has not been reported to Social Security Administration, do not forward RPA until requirement is met.
NON-PAY STATUS (T-LWOP & extensions)	If T-LWOP, verify family member's eligibility by reviewing sponsor's orders and have employee complete AE Form 690-300.301D-R. Contact CPAC for advice and assistance.	Initiate and authorize LWOP/Extension RPA. If T-LWOP, initiate and submit Resignation RPA. T-LWOP action cannot be processed without Resignation action.	YES	CPOC CFT Box	

IF NATURE OF ACTION IS:	THEN PRIOR TO INITIATION OF RPA, MANAGER SHOULD:	THEN MANAGER SHOULD	GK	FORWARD RPA TO:	NOTES/COMMENTS
POSITION ESTABLISH	Contact CPAC for advice and assistance on correct format of position description.	Initiate and authorize Position Establish RPA. Log into FASCLASS and create the position description. Complete all mandatory fields on the Gatekeeper Checklist	YES	CPOC CFT Box	Use this RPA to request a classification review, position record establishment and recruitment for a newly described set of duties. If position description has already been established and number assigned, use Fill/Recruit RPA.
POSITION REVIEW	Contact CPAC for advice and assistance on correct format of position description.	Initiate and authorize Position Review RPA. Log into FASCLASS and create the position description. Complete all mandatory fields on the Gatekeeper Checklist.	YES	CPOC CFT Box	Use this RPA to request a classification review of an encumbered position that will result in a non-competitive reassignment, promotion, or change to lower grade. The resulting action must be an exception to PPP. If this is not the case, then competition is required and a Position Establish RPA must be submitted. If the position is unencumbered, submit a Position Establish RPA.
PROMOTION (non - competitive)	Contact CPAC for advice and assistance regarding eligibility, regulatory guidance, and time limitations.	Initiate and authorize Salary Change RPA. If temporary promotion, provide written notice to employee for signature. Retain signed statement.	YES	CPOC CFT Box	Typically includes career ladder promotions, non-competitive promotions, and temporary promotions. Temporary promotion statement available on CHRMA website.
REALIGNMENTS	Contact CPOC for advice and assistance on processing realignments.	Initiate and authorize Realignment RPA.	YES	CPOC CFT Box	If changes to Table 30 are required, contact CPOC a minimum of 30 days prior to desired effective date.
REASSIGNMENT (non competitive)	Contact CPAC for advice and assistance regarding the difference between management directed vs. voluntary.	Initiate and authorize Reassignment RPA. For voluntary reassignments, attach the applicant's current resume.	YES	CPOC CFT Box	

IF NATURE OF ACTION IS:	THEN PRIOR TO INITIATION OF RPA, MANAGER SHOULD:	THEN MANAGER SHOULD	GK	FORWARD RPA TO:	NOTES/COMMENTS
RECRUIT & FILL	Contact CPAC for advice and assistance.	Initiate and authorize Recruit/Fill RPA. Complete all mandatory fields on Gatekeeper Checklist. If incomplete, RPA cannot be processed by CPOC. If requesting DEU certificate, submit SF 39, job analysis and crediting plan to CPOC e-mail address. SF 39 is available on the CHRMA website. **	YES	CPOC CFT Box	** Establishment of the CPOC e-mail address for receipt of SF 39, job analysis and crediting plan is planned for mid April 03. In the interim, manager should attach documents to the RPA when requesting a DEU certificate of eligibles.
RESIGNATION		Initiate and authorize Resignation RPA. Indicate employee's reason and forwarding address on Gatekeeper Checklist.	Yes	CPOC CFT Box	
RETIREMENT	Contact CPAC for advice and assistance.	Initiate and authorize RPA.	NO	ABC-C	Indicate manager's knowledge of additional or conflicting reasons; forwarding address.
RETURN TO DUTY		Initiate and authorize Return to Duty RPA.	YES	CPOC CFT Box	
ALL MER ISSUES/ Disciplinary Actions (Suspensions, Removals;	Coordinate with CPAC before submitting any of these actions which include Terminations, Removals, Suspensions (LWOP).	Initiate and authorize RPA. In Gatekeeper checklist comments section, indicate authority code and reason for action to be cited on the SF50. Provide forwarding address, if removal action.	YES	CPOC CFT Box	